

Department of the Army  
Headquarters Fort Monroe  
Fort Monroe, Virginia 23651-6000  
5 October 1992

FM Reg 55-2

## TRANSPORTATION AND TRAVEL

### Responsibility for Appearance and Condition of Vehicles

Summary. This regulation establishes responsibilities for the appearance and condition of Fort Monroe administrative vehicles.

Applicability. This regulation applies to all assigned and tenant activities operating on or out of Fort Monroe.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-IST, Fort Monroe, Virginia 23651-6600.

1. Purpose. This regulation sets guidelines and responsibilities for maintaining the appearance and overall condition of General Services Administration (GSA) vehicles.

2. References. Related publications are--

a. AR 58-1 (Management, Acquisition, and Use of Administrative Use Motor Vehicles).

b. GSA Bulletin FPMR G-186 (Transportation and Motor Vehicles).

3. Responsibilities. To avoid being charged for vehicle repairs resulting from improper maintenance, abuse, or neglect, customers will maintain the vehicles assigned to them according to GSA maintenance procedures. All necessary repairs and services will be accomplished in a timely manner. Although most vehicles will be new upon initial assignment, using agencies will inspect all deficiencies and must be brought to the attention of Transportation Motor Pool (TMP) personnel. All required maintenance will be coordinated with TMP and performed prior to turn-in or rotation. Transportation Motor Pool personnel will--

5 October 1992

a. Encourage customers to maintain their vehicles in a safe, reliable, and clean condition.

b. Provide preventive maintenance notifications and guidance on maintenance procedures to customers in order to assist them in properly caring for their vehicles.

c. Jointly inspect vehicles with the using agencies upon assignment, termination, and rotation. Disputes regarding responsibility for repairs or damage will usually be resolved at this time. Whenever a using unit is billed for vehicle repairs or accident damage, TMP will notify the unit in writing of the details surrounding the billing.

4. Policy. The basic function of the Fort Monroe TMP is to manage and provide motor vehicles to the installation. Encompassed in the management responsibility is the requirement to cover the cost of vehicle operations. While most cost are covered through rental rates, certain costs such as accident damage, abnormal wear and tear, unauthorized repairs, and abuse or neglect are not.

a. The using customer is ultimately responsible for the overall appearance and condition of assigned or issued vehicles. Failure to comply with these responsibilities frequently results in increased operating and administrative costs. Rather than imposing an overall rate increase to recover these additional costs, units will be billed for the cost of repairs to assigned vehicles which are not properly maintained or cared for.

b. Agencies will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued vehicles. Neglect is characterized as failure to maintain a vehicle in a safe and operable condition and noncompliance with GSA maintenance standards. Abuse is characterized as failure to exercise reasonable care of a vehicle or operating a vehicle in a manner not consistent with purpose for which the vehicle was built. The total cost of damage due to identifiable third party, and damage resulting from off-road operation will be charged to the using unit.

5 October 1992

FM Reg 55-2

5. Guidelines. Transportation Motor Pool will apply the following guidelines to determine appropriate appearance standards for vehicles and assist in making a determination, on a case-by-case basis, of what will be charged back to the using agency. Consideration will be given to the age, mileage, overall condition of the vehicle, cost of repairs, impact on vehicle value by making the repairs, and future use of the vehicle. This list is not intended to be all inclusive.

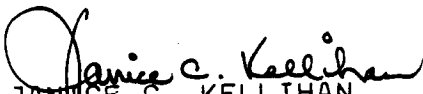
a. Body. Scratches, dents, chips, or rusted areas resulting from body damage will be evaluated and billed based on location, severity, and visual impact. All costs relating to the removal of using agency decals of distinctive markings and the repair of holes or modifications made to the exterior of the vehicle will be billed back to the customer agency.

b. Glass. Agencies will be billed for all glass damage resulting from accidents, vandalism, abuse, and negligence. Glass damage resulting from normal operation (i.e., stone chips, stress cracks, or "bull's-eyes") will not be billed.

c. Interior. Any interior component that is damaged through operator cause of neglect, torn, permanently stained, or burned, may be billed back to the using agency. Exceptions may be made in cases where excessive wear is the result of high usage of the vehicle.

d. Mechanical. Any mechanical component that requires replacement or repair as a result of operator abuse, neglect, or improper modification will be billed back to the using agency. Tires will be treated as mechanical components.

FOR THE COMMANDER:

  
JANICE C. KELLIHAN  
Administrative Officer

DISTRIBUTION:  
HQ TRADOC: H1, H2  
HQ Fort Monroe: A, B

